

**Charities Symposium
Right From the Start -
Registration, Accounting and Tax Issues for Not-for-Profit Organizations**

Wednesday, June 23, 2004
**Empire State Plaza Convention Center
Meeting Room 6
Concourse Level
Albany, New York**

8:00-8:45 - Registration (with coffee)

8:45--9:00 - Welcome

WILLIAM JOSEPHSON, Assistant Attorney General-in-Charge,
Charities Bureau

9:00 - 9:30 - The Attorney General's Charities Bureau - *What You Need to Know to Comply With New York State's Registration, Reporting and Disclosure Laws*

JAMES SIEGAL - Assistant Attorney General, Charities Bureau

9:30- 10:30 - Maintaining Your Organization's Tax-Exempt Status The ABC's of 501(c)(3) Status - *Advice from the IRS*

CHERYL RICHMOND, Internal Revenue Service
LAURA SEAMON , Internal Revenue Service

10:30 - 10:45 - Break

10:45 - 11:45 - Accounting From the Inside Out - *Internal Controls and External Accountability*

KELLY MATHEWS, Council of Community Service Societies of NYS
KARIN KUNSTLER GOLDMAN - Assistant Attorney General,
Charities Bureau

11:45 – 12:00 – Break

12:00 – 1:00 - Securing Tax Exemption Applying for 501(c)(3) Status - *A Workshop for Organizations Seeking Tax-Exemption from the Internal Revenue Service*

CHERYL RICHMOND, Internal Revenue Service
LAURA SEAMON, Internal Revenue Service

A CHARITIES SYMPOSIUM

**Right From the Start - Registration, Accounting and Tax Issues
for Not-for-Profit Organizations
June 23, 2004 - 8:00AM - 1:00PM**

**Empire State Plaza Convention Center
Concourse Level - Meeting Room 6
Albany, New York**

REGISTRATION FORM

NAME: _____

TITLE: _____

ORGANIZATION: _____

Address: _____
Street

City State Zip Code

PHONE NUMBER _____
(Area Code) + Number (& extension)

FAX NUMBER: _____
(Area Code) + Number

E-MAIL ADDRESS: _____

____ I will be attending the symposium on **June 23, 2004**.

____ Enclosed is my check for \$15.00, **payable to NYS Department of Law**

Please indicate if you need an additional accommodation:

___ASL Interpreter ___Special Access

___Other _____

REGISTRATION DEADLINE: June 15, 2004 - SPACE IS LIMITED

Please Complete and Mail this Registration Form to:

**New York State Attorney General Eliot Spitzer
Albany Symposium Coordinator - Charities Bureau
120 Broadway
New York, New York 10271- 0332**